



## **SPECIAL EVENT PACKET**

### **Introduction and General Information**

Special Event Permits are processed through the Development Services Department. The City will make every effort to consider your request in a timely manner. Please allow 10 days for departmental review. **If City Council approval is required, a minimum of 20 days is necessary.**

#### **1) A special event permit Is Required for the following events:**

- a) Mass gatherings (more than 100 people for over a six (6) hour time period) where the general public is invited (i.e. circus, carnival, parade, music festival).
- b) Any event held at a Commercial, Retail, Industrial or any Non-Residential property (except a Mansfield Park) where the **general public is invited**, activities will be **held outdoors** (i.e. Festival at a Church or School, Car Show, Grand Opening, Music- Live Band or DJ).
- c) When **any** portion of a City street within the City right-of-way is to be temporarily restricted or closed (i.e. Block Parties, Parades, Bike Rides or 5K Walk/Runs on City Streets).

#### **2) A special event permit is Not Required for the following events:**

- a) **Events held in any Mansfield Park** after a Pavilion has been reserved or rented (required if your group has more than 50 people) and you were given approval by Park Personnel to have your event. This would include having bounce houses and music (Exceptions: mass gathering events). A sign may be placed with permission from Park Personnel as long as it is **not** visible from the street. All Park Rules and City Ordinances must be followed, including the Noise Ordinance. If a large Rental Tent will be used, a Temporary Tent Permit needs to be obtained.
- b) **5K Walk/Run event** that will take place completely in a Mansfield Park or along the Linear Trail  
**\*Contact the Mansfield Activity Center for any stipulations (817) 453-5420**

**Please note that obtaining a Special Event Permit does not exempt you from any City Rules or Regulations, including the Noise Ordinance. \*Noise Ordinance is shown on the next page**

Submit completed applications and all attachments-

By Mail to:  
City of Mansfield  
Attn: Lynn Brown  
1200 East Broad Street  
Mansfield, TX 76063

In Person to:  
City of Mansfield  
Attn: Lynn Brown  
620 S. Wisteria  
Mansfield, TX 76063

Office: 817-276-4221 or 817-728-3620  
E-mail: [lynn.brown@mansfieldtexas.gov](mailto:lynn.brown@mansfieldtexas.gov)

## SPECIFIC RULES AND REGULATIONS

**FIRE SAFETY:** Contact Mansfield Fire Admin for questions 817-276-4790

- 1) Fire hydrants and fire lanes may not be blocked.
- 2) No campfires or open burning is permitted.

**FOOD/BEVERAGES:** Tarrant County Health Department 817-321-4960

- 1) For information concerning food / beverage permit requirements.

**LIABILITY INSURANCE:** Contact Mansfield City Secretary 817-276-4204 for specific questions

- 1) For events that will take place on city properties, regardless of crowd size, liability insurance policy with limits of \$500,000 will be required listing City of Mansfield as “additional insured”.

**PUBLIC PROPERTIES (PARKS):** Contact Mansfield Activities Center 817-453-5420

- 1) You may not charge a fee to enter any public properties unless approved by the City Council.
- 2) Reservations for pavilions and athletic fields must be done at the Mansfield Activities Center **before** the special event application is submitted and approved.

**PRIVATE PROPERTIES:**

- 1) If the event is being held on private property (i.e. Retail center parking lot), a site plan showing the location of all activities is required along with a signed permission form from the property owner or manager.  
(A site plan can be provided upon request)

**TEMPORARY TENTS, PROMOTIONAL SIGNS, TEMPORARY ELECTRIC, GENERATORS:**

Contact Development Services (817) 276-4211 for any questions

- 1) If the event requires temporary electric wiring (i.e. for lighting) a registered electrician must obtain the necessary permit. Note any generator locations on the site plan if they plan to be used.
- 2) For any Temporary Tents or Promotional Signs, separate permits must be obtained.

**STREET CLOSURES:** Contact David Boski in Public Works at 817-276-4208 for any questions

- 1) You may not close a **major** street or the **primary access** to a subdivision. You cannot block off only the middle portion of a street, it must be the entire block.
- 2) A site plan and a resident signature roster must be submitted
- 3) Streets may only be blocked off using barricades or cones; vehicles must not be used. Streets must be accessible by emergency vehicles. A maximum of 4 barricades is allowed.
- 4) Tents, Bounce Houses, Canopies or temporary structures are not permitted on public streets.

**TRAFFIC CONTROL/ SECURITY ASSISTANCE/ NOISE ORDINANCE:**

Contact Mansfield Police Department, Assistant Chief of Police Kyle Lanier 817-473-9381 for any questions

- 1) For traffic control or security assistance, you must make arrangements through the Mansfield Police Department at your own cost.
- 2) If you plan to use MISD police or any other group for assistance, please attach a written statement.
- 3) Note that a Special Event Permit does not give you permission to disobey any City Rules or Regulations. The noise ordinance is still applicable and is enforced through the Mansfield Police Department.
  - a) 130.7.2 Noises Disrupting the Peace- Radios, phonographs and the like. The use or operation of any radio receiving set, musical instrument, phonograph or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the person of normal hearing who is in the room, vehicle or chamber in which the machine or device is operated and who is a voluntary listener there to or allowing the use or operation. The operation of any set, instrument phonograph, machine or device between the hours of 11:00 p.m. and 7:00 a.m. in a manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.
  - b) Penal Code-Title 9 Chapter 42.01 (a) (5) makes unreasonable noise in a public place other than a sport shooting range, as defined by Section 250.001, Local Government Code, or in or near a private residence that he has no right to occupy.

### Special Event Application

Organization/Group:	Date:
Applicant:	
Applicant's Address:	Phone No.
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email:
Address of Event:	
Description & Activities:	
Date of Event:	Hours of Event:
Public Invited or Private Party?	Estimated Number of Attendees
Is the event in a Mansfield Park?	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street?	*If yes, Insurance is required
Is the event on Private Property other than your own?	*If yes, signed permission is required
Will there be any new or temporary electric lines installed?	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators?	*If yes, show location on the site plan
Do you plan to have any Tents?	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies?	
Do you plan to have any Promotional Signs? (banners, streamers, balloons)	*If yes, a separate permit is required
City of Mansfield Assistance Requested:	
Barricades/ Street Closure?	*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.
Police/Traffic Control/Security?	*If yes, attach an explanation and the name of the person you are working with
<p style="text-align: center;"><b>Please Read and Include the Following Information With This Application</b></p> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. <b>You need to show where all items will be located on the site plan.</b></li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>	
<b>Applicant's Printed Name:</b>	<b>Applicant's Signature:</b>

## PERMISSION TO USE PRIVATE PROPERTY FOR SPECIAL EVENT

**(Required if this is not your property or business location)**

I, the undersigned, being the property owner or property management representative of the owner for the property described herein below, do grant

\_\_\_\_\_  
(Person, group or business name)

permission to have their special event on said property.

Property address: \_\_\_\_\_

### **Please check all that apply:**

- ☐ Entire Special Event, including all activities listed, are approved be held at this location.
- ☐ Approved for overflow parking and/or shuttle area to be held at this location.
- ☐ Approved to place promotional signage at this location, if the required permit is obtained. (I am aware this will use up one of the three (3) times a calendar year maximum for this location)
- ☐ Approved to place a Tent(s) and/or canopy for the event. (Note: a Tent requires a permit)
- ☐ Approved to place Bounce Houses, Petting Zoo, Children's Games and/or Kid's activities
- ☐ Misc. Approved: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/ Job Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Phone Number



1200 East Broad Street, Mansfield, TX 76063  
www.mansfieldtexas.gov Fax: 817-728-3639

### Promotional Signage Display Application

Installation <b>Address</b>		Suite No.	
Tenant/Business			
<b>Applicant*</b>		Phone No.	
*Will be called for any questions and/or when the permit is ready for pick-up		E-mail:	

<b>Sign Company</b>			
Co. Name		Contact Person	
Phone No.		E-mail	
<b>Purpose of Sign</b>			
Special Event <input type="checkbox"/>	Sale or Promotion <input type="checkbox"/>	Grand Opening <input type="checkbox"/>	Other <input type="checkbox"/>
Date <b>Requesting</b> Display to Begin	*signs are not allowed to be put up until permit is issued and paid for		
<b>Type of Sign</b>			
Banner <input type="checkbox"/>	Quantity:	Height and Width in Feet	
Rooftop Balloon <input type="checkbox"/>	Quantity:	Wind Signs (pennants, streamers) <input type="checkbox"/>	Quantity:
<b>Please read and Include the Following Information With This Application</b> <i>THIS PERMIT APPLICATION WILL BE AUTOMATICALLY <u>DENIED</u> IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.</i>			
1. <b>SIGN CONTENT:</b> For all signs, include a simple drawing or attach a picture of the sign, showing sign content and dimensions. <b>List everything that you plan to put up for the promotion.</b>			
2. <b>SITE PLAN SHOWING LOCATION OF SIGN(S):</b>			
	A. For wall signs or banners, include a drawing of the face of the building with the sign(s). Label dimensions of buildings and sign(s).		
	B. For all other signs, show the sign and its relation to the building on the property and to the lot boundaries. Label distances of sign(s) from building and lot boundaries.		
3. <b>NOTE:</b> One promotional signage display, (temporary signs such as banners, balloons, streamers or any kind of wind sign) is permitted three (3) times in a calendar year, for a maximum of fourteen (14) consecutive days. A minimum of ninety (90) days is required between each display. One (1) Grand Opening display is allowed for a period of twenty-one (21) consecutive days within the first three (3) months of the date of issuance of a certificate of occupancy or business license.			<b>Permit Fee \$40</b>

Applicant's Signature		
<b>Property Owner or Manager</b> Printed Name & Signature		<b>*REQUIRED</b>

<b>FOR OFFICE USE</b>			
Comments			
Planning Dept	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date



1200 East Broad Street, Mansfield, TX 76063  
www.mansfieldtexas.gov Fax: 817-728-3639

### Temporary Tent Application

<b>Tent location Address</b>		<b>Suite No.</b>	
Tenant/Business			
<b>Applicant*</b>		<b>Phone</b>	
Applicant Address		<b>E-mail</b>	
*Will be called for questions and/or when the permit is ready for pick-up			
<b>Tent Company</b>			
Tent Company Name		Contact Number	
Company Address			
<b>Purpose of Tent:</b>			
Special Event <input type="checkbox"/>	Sale or Promotion <input type="checkbox"/>	Assembly <input type="checkbox"/>	Other <input type="checkbox"/>
Dates Tent will be on the Property		Erected:	Removed:
<b>Size and Height of Tent (in feet at tallest peak)</b>			
#1 Tent Size		Height in feet	
#2 Tent Size		Height in feet	
#3 Tent Size		Height in feet	
<b>Please read and Include the Following Information With This Application</b>			<b>Permit Fee \$60</b>
1. <b>SITE PLAN:</b> You must include a site plan showing where the Tent(s) will be located on the property. You need to indicate the distance from any structures and the property lines.			
2. <b>FLOOR PLAN:</b> Provide a simple floor plan for each tent showing the tables, chairs, stages, width of aisles, exits, etc. Note if the Tent sides will be Up or Down.			
3. <b>FLAME RESISTANT CERTIFICATE:</b> You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.			
4. <b>NOTE:</b> Temporary tent sales by retail establishments or tent assemblies may be permitted for a period not to exceed thirty (30) days and <u>no more than once a year</u> . No tents or similar structures shall be erected in any required yard setbacks or designated easements.			
Applicant's <b>Printed Name &amp; Date</b>			
Applicant's <b>Signature</b>			
Property Owner/Manager <b>Printed Name</b>			
Property Owner/Manager <b>Signature</b> <b>*REQUIRED</b>			

## AGREEMENT TO ASSIST AT SPECIAL EVENT

**Special Event Name and Date:** \_\_\_\_\_

**Name of Group Assisting:**

☐ Mansfield Police

☐ MISD Police

☐ Constable Office

☐ Other \_\_\_\_\_

**Please check all that apply:**

☐ We have an agreement to be Traffic Officers for this Special Event.

☐ We have an agreement to be Security Officers for this Special Event.

☐ Other:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/ Job Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_/\_\_\_\_\_  
Contact Phone Number E-mail